

PAN Application Online – Requirements and Procedure

Every applicant can obtain PAN by online application, the PAN Service centres now providing online submission of form 49A Via the following links:

NDSL: <https://tin.tin.nsdl.com/pan/form49A.html>

UTIITSL: <http://www.myutiitsl.com/PANONLINE/>

Application forms

For obtaining PAN (i.e. PAN is not allotted):

Indian: Application for allotment of PAN – Form 49A

Foreign: Application for allotment of PAN – Form 49AA

Reprint of the PAN card/ Request for new PAN card or/and Changes or correction in PAN data'

'Request for new PAN card or/and Changes or correction in PAN data'

Application Fee

For dispatch of PAN card within India - ` 96 (Including Service Tax)

For dispatch of PAN card outside India - ` 962 (Including Service Tax)

How to apply ?

1. On successful submission of online application and payment (for online mode of payment), an acknowledgement receipt is generated.
2. Save and take a print out of the acknowledgement receipt.
3. The duly signed and photos affixed acknowledgement receipt alongwith prescribed supporting documents (for cheque/DD mode of payment) should be sent to NSDL/UTIITSL (Address given below).
4. The 15 digit acknowledgement no. appearing on the acknowledgement receipt can be used for tracking status of application.

Matters to be kept in mind while apply PAN online

1. An applicant will fill Form 49A online and submit the form.
2. If there are any errors, rectify them and re-submit the form.
3. A confirmation screen with all the data filled by the applicant will be displayed.
4. The applicant may either edit or confirm the same.
5. On confirmation, an acknowledgement will be displayed. The acknowledgement will contain a unique 15-digit acknowledgement number.
6. **The applicant is requested to save and print this acknowledgement.**
7. 'Individual' applicants should affix two recent colour photographs with white background (size 3.5 cm x 2.5 cm) in the space provided in the acknowledgement. The photographs should not be stapled or clipped to the acknowledgement. The clarity of image on PAN card will depend on the quality and clarity of photograph affixed on the acknowledgement.
8. Signature / Left Thumb Impression should only be **within the box** provided in the acknowledgement. The signature should not be on the photograph affixed on right side of the form. In case of applicants other than 'Individuals', the authorized

signatory shall sign the acknowledgement and affix the appropriate seal or stamp. **The signature should not be on photograph. If there is any mark on photograph such that it hinders the clear visibility of the face of the applicant, the application will not be accepted.**

9. Signature / Left hand thumb impression should be provided across the photo affixed on the left side of the form in such a manner that portion of signature/impression is on photo as well as on acknowledgement.
10. Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.
11. If communication Address is within India

(a). The fee for processing PAN application is 96.00 (85.00 + 12.36% service tax).

(b). Payment can be made either by

- Demand Draft
- Cheque
- Credit Card / Debit Card
- Net Banking

(c) If any of addresses i.e. office address or residential address is a foreign address, the payment can be made only by way of Credit Card / Debit card and Demand Draft payable at Mumbai.

12. If communication Address is outside India

(a). The fee for processing PAN application is 962.00[(Application fee 85.00 + Dispatch Charges 771.00) + 12.36% service tax].

(b). Payment can be made only by way of Credit Card / Debit card and Demand Draft payable at Mumbai.

(c). At present the facility for dispatch of PAN cards outside India is available for a select list of countries. Applicants from other countries may contact NSDL/ UTIITSL

13. Credit card / Debit card / Net banking payment

14. The acknowledgement duly signed, affixed with photograph (in case of 'Individuals') alongwith Demand Draft, if any, and proof of identity (name in the application should be same as in the proof of identity) & proof of address (Individuals, HUFs, Body of Individuals, Association of Persons & Artificial Juridical Person should provide proof of address of residence stated in the application) as specified in the application form is to be sent to NSDL/ UTIITSL
15. Super scribe the envelope with 'APPLICATION FOR PAN - Acknowledgement Number' (e.g. '**APPLICATION FOR PAN - 881010100000097**').
16. Your acknowledgement, Demand Draft, if any, and proofs, should reach NSDL within 15 days from the date of online application.
17. Applications received with demand draft or cheque as mode of payment shall be processed only on receipt of relevant proofs and realization of payment.

Do's and Don'ts

Do's

1. Do use 'Form 49A' for making application for allotment of PAN.
2. Do fill the application in block letters in English and preferably with black ink.
3. Do paste a recent colour photograph (size 3.5 cm X 2.5 cm).
4. Do provide the signature within the box.
5. If thumb impression is put on the application form, do get the thumb impression attested by Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.
6. Do provide correct AO code in the application.
7. Do specify AO code as below if applicant is a defence employee

Army - PNE W 55 3

Navy - MUM W 11 8

Air Force - DEL W 72 2

8. Do attach Proof of Identity (POI) and Proof of Address (POA) as per Rule 114 (4) of Income Tax Rules, 1962.
9. Do provide the POI and POA which have name exactly as written in the application.
10. Do provide details of Representative Assessee in column 14 of application form, if applicant is Minor, Idiot, Lunatic or Deceased.
11. Do provide POI and POA for Representative Assessee also, if Representative Assessee is appointed.
12. Do write the complete postal address in the application with landmark.
13. Do mention correct pin code in the address field.
14. Do mention telephone number / e- mail id in the application.

Don'ts

1. Do not overwrite or make corrections in the application.
2. Do not pin or staple the photograph.
3. Do not sign across the box (i.e. signature should be within the box)
4. Do not provide POI and POA which are not in the name of the applicant.
5. Do not write any additional details (date, designation, rank, etc.) along with the signature in the box.
6. Do not mention Husband's name in the Father's Name column.
7. Do not use initials in first and last name field.
8. Do not apply for a new PAN if you already have one.

Address

For UTIISL

The Vice President
IT PAN Processing Centre,
UTI Investor Services Ltd
Plot No. 3, Sector - 11
CBD_ Belapur
Navi Mumbai-400 614
e-mail.- [utiislgsd@
\[mail.utiisl.co.in\]\(mailto:utiislgsd@mail.utiisl.co.in\)](mailto:utiislgsd@mail.utiisl.co.in)
Tel No. 022-27561690
Fax No. 022-27561706

For NSDL

The Vice President
Income Tax PAN Services Unit,
NSDL
4th Floor, Trade World, A Wing
Kamala Mills Compound,
S. B. Marg, Lower Parel,
Mumbai-400 013
e-mail.- tininfo@nsdl.co.in
Tel No. 022-2499 4650
Fax No. 022-2495 0664

In order to improve PAN related services, the Income Tax department has authorized UTI Investor Services Ltd (UTIISL) to set up and manage IT PAN Service centers in all cities or towns where there is an Income Tax office and National Securities Depository Limited (NSDL) to dispense PAN services from TIN Facilitation centers. For convenience of PAN applicants in big cities, UTIISL has set up more than one IT PAN Service Centre and likewise there are more than one TIN Facilitation centers.

PAN application should be made only on Form 49A. A PAN application (Form 49A) can be downloaded from the website of Income Tax department or UTIISL or NSDL (www.incometaxindia.gov.in, www.utiisl.co.in or tin-nsdl.com) or printed by local printers or photo copied (on A4 size 70 GSM paper) or obtained from any other source. The form is also available at IT PAN Service centers and TIN Facilitation centers. ITPAN Service Centers or TIN Facilitation Centers shall not receive any incomplete and deficient PAN application.

PAN Card Online - Apply For PAN Card

Application for fresh allotment of PAN can be made through Internet. Further, requests for changes or correction in PAN data or request for reprint of **PAN card** (for an existing PAN) may also be made through Internet. Online application can be made either through the portal of NSDL (<https://tin.tin.nsdl.com/pan/index.html>) or portal of UTITSL (<http://www.utitsl.co.in/utitsl/uti/newapp/new-pan-application.jsp>). The charges for applying for PAN online are the same i.e. Rs.94 (including service tax) for Indian communication address and Rs.744 (including service tax) for foreign communication address, i.e. there are no additional charges. Payment of application fee can be made through credit/debit card or net-banking. Once the application and payment is accepted, the applicant is required to send the supporting documents through courier/post to NSDL/UTITSL.

Application for Permanent Account Number (PAN) can be made only Form 49A (either online or offline) and the applications in any other will not be allowed by the PAN Service centers. And there is no TATKAL facility provided by the department.

IT **PAN** Service Centers or TIN Facilitation centers will supply PAN application forms (Form 49A) and forms for Request For New PAN Card Or/ And Changes In PAN Data', assist the applicant in filling up the form, collect filled form and issue acknowledgement slip. After obtaining PAN from the Income Tax department, UTIISL or NSDL as the case may be, will print the PAN card and deliver it to the applicant.

Location of IT PAN Service Centers or TIN Facilitation Centers in any city may be obtained from local Income Tax Office or any office of UTI/UTIISL or NSDL in that city or from websites of the Income Tax department (www.incometaxindia.gov.in or UTIISL (www.utitsl.co.in) or NSDL (<http://tin.nsdl.com>

- See more at: <http://www.corporatesavvy.in/2013/09/pan-card-online-new-pan-card-application-form-apply-pan-online.html#sthash.fRkaPbT2.dpuf>